UNITED NATIONS
SECRETARIAT

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Section: WFC
18 October 1991

ORGANIZATION MANUAL

A description of the
functions and organization of

THE SECRETARIAT OF THE WORLD FOOD COUNCIL

SECRETARY-GENERAL'S BULLETIN

91-35259

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: **SECRETARIAT OF THE WORLD FOOD COUNCIL**

1. This bulletin describes the current organization and functions of the secretariat of the World Food Council.

2. Document ST/SGB/Organization, section V, of March 1976 is hereby superseded.

Javier PEREZ DE CUELLAR
Secretary-General

SECRETARIAT OF THE WORLD FOOD COUNCIL

An overview

The World Food Council (WFC) was established on 17 December 1974 by the General Assembly through its resolution 3348 (XXIX), on the recommendation of the World Food Conference (paragraph 1 of its resolution XXII of 16 November 1974 1/), which took place at Rome in November 1974. The Assembly established the Council at the ministerial or plenipotentiary level to function as an organ of the United Nations, reporting to the General Assembly through the Economic and Social Council. The Council meets annually.

The Council consists of 36 members, which are nominated by the Economic and Social Council and elected by the General Assembly for a term of three years, taking into consideration balanced geographical representation, with one third of the members retiring every year and the retiring members being eligible for re-election. Every second year, the Council elects from among the representatives of its members a Bureau consisting of a President and four Vice-Presidents.

Following the adoption of General Assembly resolution 31/120 on 16 December 1976, the secretariat of WFC was established in order to promote the Council's decisions and recommendations and to provide the substantive and technical servicing to the Council. The secretariat is located at Rome, with a liaison office at the United Nations in New York. It is headed by an Executive Director at the assistant secretary-general level, who is appointed by the Secretary-General of the United Nations for a period of four years. The Executive Director is responsible to the Secretary-General as the chief administrative officer of the WFC secretariat.

The rules of procedure of WFC, which had originally been adopted at its second session in June 1976, were subsequently amended in June 1977 to conform to General Assembly resolution 31/120.

Mandate of the World Food Council

As the highest level intergovernmental body in the United Nations dealing with global food problems, the main objective of WFC is the eradication of hunger and malnutrition in the world. In support of this goal, the Council seeks to raise the political profile and priority of global food security and hunger issues through specific proposals for increasing food production in countries where it is most needed, improving access to food, mobilizing support to stimulate Governments, international organizations and the international community to adopt appropriate policies and programmes aimed at reducing poverty and achieving world food security.

The Council reviews major problems and policy issues affecting the world food situation as well as the response of the international community and recommends remedial action as appropriate.

Organizational elements and their functions

EXECUTIVE DIRECTOR

Performs the functions of a head of office as described in the introductory section of the Manual and, in addition, performs the following functions:

Establishes and maintains contacts with Governments of the States members of WFC and, in particular, maintains contact with the President and other members of the Bureau;

Proposes and communicates the provisional agenda and supplementary items to all members;

Communicates to all members, in consultation with the President, the proposed dates and venues of the Council's regular and special sessions;

Is responsible for all substantive and technical servicing of the Council and advises the President and the members of the Bureau on conduct of business, rules of procedure and on the Council's terms of reference;

Submits regular reports on the work of the Council and makes oral or written statements on issues of interest to the Council;

Maintains close and continuing relationship with other units of the United Nations Secretariat, the specialized agencies and other organizations concerned with WFC activities, in order to promote the decisions of the Council and generate interest, understanding and support for the role of WFC;

Oversees the preparation and presentation of the annual report of the Council to the General Assembly through the Economic and Social Council;

Carries out other tasks as the Council may request.

(a) **Office of the Executive Director**

Performs the functions of a staff office as described in the introductory section of the Manual.

(b) **Liaison Office at Headquarters**

Represents the Executive Director and WFC at relevant meetings and other deliberations at Headquarters as requested;

Maintains liaison with other United Nations Secretariat units and the New York-based organizations;

Provides regular briefings and information exchange for permanent missions to the United Nations;

Liaises with non-governmental organizations, academic institutions and the press at Headquarters.

(c) **Administrative Unit**

Carries out standard functions of an executive office as described in the introductory section of the Manual;

Approves on behalf of the Controller payments for the Organization, recruits, administers and payrolls local and temporary staff and carries out other functions assigned to offices away from Headquarters (e.g. purchasing, office maintenance, administration of official travel of staff, etc.) in accordance with relevant delegations of authority;

Initiates and prepares the programme budget proposal of the WFC secretariat in accordance with the instructions of the Executive Director and based on the input of WFC organizational units;

Monitors the implementation of the approved programme budget and prepares the programme performance reports of WFC;

Provides, jointly with the External Relations and Council Affairs Unit, backstopping for Council meetings;

Ensures liaison with other United Nations offices and organizations at the duty station on matters regarding finance and administration and maintains liaison with the host Government on matters emanating from location at Rome (e.g. application of Convention on the Privileges and Immunities of the United Nations, obtaining identification documents, visas and miscellaneous certificates for the staff from national authorities, etc.);

Advises the Executive Director on financial and administrative issues and undertakes special assignments as requested by the Executive Director.

1. Policy Development and Economic Analysis Unit

Provides substantive services to the Council, its subsidiary bodies and the Bureau by developing policy proposals and recommending new initiatives for concerted national and international action;

Prepares documentation for ministerial sessions, including briefs for ministers;

Prepares substantive input for other WFC consultations aimed at building consensus on new initiatives and promoting new ideas for addressing food and hunger problems;

Consults with government representatives, United Nations units and agencies on the follow-up of Council decisions relating to food production, food security, food trade and aid, nutrition, as well as other related matters such as structural adjustment, poverty and environmental issues;

Prepares inputs to reports of the Secretary-General on the above-mentioned issues and represents WFC at meetings and conferences, as required;

Is responsible for substantive preparations for ad hoc expert group meetings;

Advises the Executive Director on policy issues and recommends priorities for the Council's agenda;

Monitors and analyses the trends in the number of hungry and malnourished people and related food and socio-economic developments, identifies emerging world food and hunger problems, formulates proposals for action for ministerial review, and analyses food-policy and related development and international cooperation issues;

Analyses national and international macroeconomic and sectoral policies and programmes and their effectiveness in addressing hunger and malnutrition, monitors the work of multilateral agencies in relation to hunger and poverty-alleviation, including programme priorities and resource allocation, and provides an assessment of their impact;

Encourages governmental and non-governmental institutions to undertake economic and policy research relevant to food and hunger problems;

2. External Relations and Council Affairs Unit

Maintains liaison with WFC members and other Governments, intergovernmental bodies, organizations of the United Nations system and non-governmental organizations and with other international organizations and advises the Executive Director and other senior staff on issues arising from relations with the above;

Promotes the decisions of the Council with the United Nations Member States, relevant United Nations bodies and other organizations; monitors the position of Governments regarding matters of interest to WFC by, inter alia, maintaining contacts with capitals, permanent missions in New York, Geneva and Rome;

Coordinates, and assists in, the preparation of WFC contributions to reports by the United Nations and the specialized agencies;

Represents, or arranges for representation of, WFC at meetings within and outside the United Nations system and maintains liaison with the Executive Office of the Secretary-General regarding the participation at meetings and conferences,

Issues a calendar of meetings and maintains lists of representatives to WFC;

Facilitates liaisons and communications with secretariat units and other organizational entities of the United Nations;

Provides Secretariat assistance and services to the Council, its subsidiary bodies and the Bureau; maintains records of discussions and decisions, advises the President and the Bureau of the Council on questions concerning rules and regulations of the United Nations and WFC rules of procedure in the conduct of its business;

Is responsible for documents control, including scheduling, editing, processing and distribution of documents for the meetings of the Council and its subsidiary bodies and the Bureau;

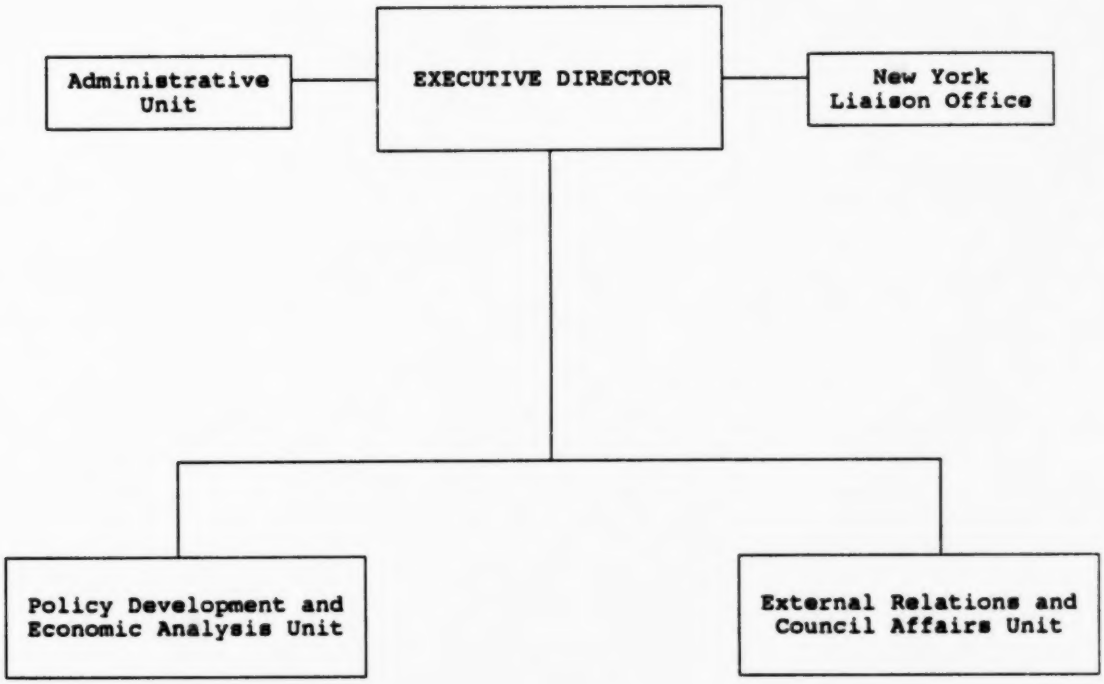
Follows up on the decisions of the Council and produces reports to the Economic and Social Council and the General Assembly; ensures the compatibility of WFC documents with other documents issued by the United Nations;

Produces and disseminates information on the activities of the Council; maintains continuing contact with the press and arranges for information coverage of Council meetings; collects, synthesizes and disseminates information on matters of interest to WFC.

Notes

1/ E/CONF.65/20 (United Nations publication, Sales No. E.75.11.A.3).

ORGANIZATION OF THE SECRETARIAT OF THE WORLD FOOD COUNCIL


Administrative Unit
EXECUTIVE DIRECTOR
New York Liaison Office
Policy Development and Economic Analysis Unit
External Relations and Council Affairs Unit